MIS

INSTRUCTORS

GUIDE

PREPARED BY :

MIS DEPARTMENT

PREPARED FOR :

Instructors

Checklist: important tasks to ensure a smooth start

1. Prepare Course Materials

- **Syllabus Creation:** Finalize the syllabus with course objectives, schedule, grading criteria, policies, and required materials.

- **Lecture Slides:** Ensure that all required materials are up-to-date and accessible to students through blackboard.

2. Set Up (blackboard)

- **Course Enrollment:** Ensure all enrolled students have access to the course on blackboard.

- **Upload Materials:** Upload the syllabus, lecture notes, readings, and assignments to blackboard in PDF format.

- **Gradebook Setup:** Set up the gradebook and familiarize yourself with any new features or tools in blackboard.

- **Discussion Boards/Forums:** Create discussion threads for student engagement.

3. Communicate with Students

- **Welcome Email:** Send a welcome email to introduce yourself, outline the course structure, and provide any pre-class assignments or readings.

- **Office Hours:** Announce your office hours and preferred communication methods.

4. Classroom Preparation

- **Classroom Technology Check:** Ensure that all necessary classroom technology (e.g., projectors, microphones) is working properly.

- **First Class Planning:** Plan your first class to set expectations, introduce the syllabus, and start building a rapport with students.

5. Assessment Preparation

- **Assessment Schedule:** Finalize the schedule for assignments, exams, and other assessments.

6. Engage with the Department

- **Departmental Meetings:** Attend any pre-semester faculty meetings to stay informed about departmental goals, policies, and updates.

- **Resource Review:** Familiarize yourself with any new teaching resources or support services available through the department or university.

7. Plan for Contingencies

- **Backup Plans:** Prepare for potential disruptions (e.g., illness, technology failures) by having contingency plans

This checklist ensures that an instructor is well-prepared for the semester, setting a strong foundation for a successful course.

List of the important links

	Forms	QR code
1	Course material	
2	MIS Academic Counseling Operational plan	
3	Make-Up Exam Policy	
4	Coordinators Table & Other forms	
5	MIS Department WhatsApp group	